Submitting a Completion Report

Note: A completion report MUST be submitted together with an animal use report.

1. Locate the project in the InfoEd

Login to InfoEd

**Chief Investigator on the project:** Go to ‘My Items’ tab and find the project requiring a Completion report.

**Co-Investigator/Student on the project:** Enter the record number into the ‘Quick Find’ field on the right hand side of the screen and click ‘Enter’.

2. Go into the project record

Hover the cursor over the record number and select ‘Edit - Master Record’:

The record will open in a new window.

3. Create a new submission

Click on the ‘Submissions’ tab:

Choose the ‘Completion Report’ submission type from the drop down box and click ‘Add’ to create a new completion report submission:
4. **Add a blank form to the submission**

   Click on the ‘Add’ button to open the upload window:

   ![Image](image1.png)

   Tick the box against the ‘Completion Report’ form name and click ‘Add’ above the tick box:

   ![Image](image2.png)

   A blank form has been successfully added to the submission and is currently ‘Incomplete’:

   ![Image](image3.png)

5. **Complete the form**

   Click on the ‘Completion Report’ link to open the form. Fill out the form. **Please ensure you provide sufficient information about the research outcomes.** Click ‘Complete’ and close the form:

   **Completion Report**

   ![Image](image4.png)
The form status would have changed to 'Completed'.

6. **Attach additional documents (optional)**  
   Click on the ‘Add’ button to open the upload window:

   ![Upload Window](image)

   Click ‘Browse’ to locate the document you would like to upload. You can only upload one document at a time.

   ![Upload Window](image)

   Click ‘Upload’. To complete the upload of the documents, close the upload window.
7. **Submit the report**
   Click the 'Submit' button:

If you are the **Chief Investigator**, a separate window displaying the researcher declaration will appear, asking whether you accept or decline the declaration. Click 'Accepted > Continue'. The amendment request submission will automatically come to the Ethics Office for review.

If you are a **co-investigator/student** submitting the application, the submission will first go to the Chief Investigator for endorsement (See Investigator Sign-off). After the CI has endorsed the submission it will automatically come to the ethics office for review.

8. **Complete and submit an Animal Use Report**
   Please ensure that you only report on how many animals you have used during the **CURRENT** year (i.e. if the project was completed in 2017, only report on the animal use in 2017). Refer to the [Submitting animal use report](#) instructions guide.